

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Assistant Police Chief	<u>Revision Date:</u> 1/08 <u>EEO Function:</u> Police Protection <u>EEO Category:</u> Official/Administrator <u>Status:</u> Exempt (Executive) <u>Control No:</u> 20420
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Chief of Police, oversees all law enforcement and animal control activities in the City.

III. Essential Duties

- Coordinates local, state, and federal law enforcement programs.
- Make final recommendations on developed departmental policies and procedures formulated on the basis of relevant research.
- Coordinate the preparation and administration of the budget.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Responds frequently to public inquiries.
- Counsels departmental employees.
- Plans and organizes activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- Under the direction of the Chief of Police approves and/or disapproves decisions of staff.
- Under the direction of the Chief of Police attends Cabinet and other various City meetings.

IV. Marginal Duties

- Counsels and gives advice to customers and the public.
- Performs other duties as assigned.

V. Qualifications:

**Education:** A Bachelors degree or equivalent credit hours in law enforcement or related discipline.

**Experience:** Nine years of experience as a sworn law enforcement officer with progressively increasing responsibilities including at least two of those years being administrative and supervisory experience as a Police Lieutenant; may substitute six additional years of experience for the education requirement; the Police Chief may appoint any individual he/she believes will fill the needs of the department, provided the individual meets the above requirements.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Police terminology and practices; municipal and state laws; City and Department policies and procedures; management, instruction, and supervisory techniques; budgeting, planning and problem solving techniques.

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others; responsible for Police Captains, Lieutenants, Sergeants, Officers, and non-sworn employees; planning, organizing, and delegating all departmental assignments and responsibilities; departmental costs and cost methods.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments;

frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Frequent use of computer, printer, and telephone.

**Analytical Ability:** Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; interpret and apply all pertaining laws.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually moderate. Great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures; occasional exposure to dangerous situations; constant attendance is required; organize own work, virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_